

**44-245 DigitTools  
ELECTRONIC PORTFOLIO RUBRIC**

	COMMENDABLE	ACCEPTABLE	NOT ACCEPTABLE
<b>ORGANIZATION</b>  Required items: Table of Contents, Introduction, Memos, Word Tips Table, Blog, Letters, Tables, .pdf resume file	Presentation and order of hyperlinked documents are logical; topics are representative of coursework; at least 15 documents linked plus Table of Contents (18-20 pts)	Presentation and order of hyperlinked documents are logical; one required item missing; 12-14 documents (15-17 pts)	Items in no organized fashion; not all topics represented; two required items missing; less than 12 documents linked (0-14 pts)
<b>CONTENT</b>	Content of course thoroughly (27-30 pts)	Content of course represented (24-26 pts)	Content does not justly represent course content (0-23 pts)
<b>ACCURACY</b>	Items included are accurate and appropriate work samples of course; work by student exhibits pride in completing accurate work (18-20 pts)	Items included have some errors (15-16 pts)	Items are not best choice of work samples (0-14 pts)
<b>PRESENTATION</b>	Table of contents formatted professionally with descriptive heading/title and signature; links work to each document; "return" feature on each hyperlinked page; only portfolio files are on disk (18-20 pts)	Table of contents formatted correctly; one hyperlink not working to other document; "return" feature on each hyperlinked page; only portfolio files are on disk (15-17 pts)	Table of contents improperly formatted; more than one hyperlink does not work; absence of more than one "return" feature on a hyperlinked page; other files are on disk (0-14 pts)
<b>OVERALL EFFECT</b>	Pride in work is evident; exhibits thorough understanding of course objectives and content (9-10 pts)	Pride in work is evident; reflects upon major word processing skills and document formatting skills learned (7-8 pts)	Evidence of little pride in work completed (0-6 pts)

COMMENTS:

+ / 100 Points possible